

**MARYLAND DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS**

COLLECTIVE BARGAINING - TUITION REIMBURSEMENT PROGRAM

PURPOSE

The purpose of this program is to provide tuition reimbursement for employees who work in agencies that have no tuition reimbursement program and/or agencies that have exhausted all tuition reimbursement funds since January 2000.

ELIGIBILITY

Participants must be in one of the following bargaining units:

- A. Labor and Trades
- B. Administrative, Technical, and Clerical
- C. Regulatory, Inspection, and Licensure
- D. Health and Human Service Nonprofessional
- E. Health Care Professionals
- F. Social and Human Service Professionals
- G. Engineering, Scientific and Administrative Professionals
- H. Public Safety and Security

NOTE: *Unit I has not yet negotiated non-economic provisions.*

Participants must be non-temporary State Employees in the State Personnel Management System who have satisfactorily passed an initial probationary period. **STUDENT EMPLOYEES, CONTRACTUAL EMPLOYEES, TEMPORARY EMPLOYEES, MEMBERS OF BOARDS OR COMMISSIONS, CONFIDENTIAL EMPLOYEES, MANAGERIAL EMPLOYEES, SUPERVISORY EMPLOYEES, SPECIAL APPOINTEES, AN INDIVIDUAL IN THE CUSTODY OF THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES AND THE CHIEF ADMINISTRATIVE OR EXECUTIVE OFFICER OF AN AGENCY ARE EXCLUDED FROM THIS PROGRAM.**

- ✦ All college/university courses must be "job related." The term "job related" includes preparation for potential promotion, as well as improvement in currently utilized skills and knowledge.
- ✦ The tuition cost reimbursement cannot exceed the maximum per credit hour charge of the University of Maryland, College Park.
- ✦ Reimbursement from the Department of Budget and Management will provide for **TUITION COSTS AND BOOKS ONLY** at accredited colleges and universities. Transportation will be the responsibility of the employee and/or the agency.

APPLICATION

- Requests for Collective Bargaining Tuition Reimbursement must be made on the Office of Personnel Services and Benefits Application (OPSB-EDTI-8/11/00) "Application for Collective Bargaining Tuition Reimbursement."
- Each course must be listed on a separate form.
- Applications must be accompanied by a letter from the employee's supervisor indicating how the college course is "job related."
- Applicant must sign the COLLECTIVE BARGAINING TUITION REIMBURSEMENT PROGRAM OBLIGATED SERVICE AGREEMENT.
- Applications must be received by the **Employee Development and Training Institute, Office of Personnel Services and Benefits, 300 West Preston Street, Suite 204, Baltimore, MD 21201** at least 20 days before the course is to begin. Applications filed by all employees must be approved by the appointing authority of the employees' agency; and, reviewed by the Director of the Employee Development and Training Institute for consistency with policy and guidelines and to authorize course payment.
- When the employee receives final approval to attend the course from the Employee Development and Training Institute, the employee should formally register with the school. Please allow sufficient time for approvals to meet any school registration deadlines.
- If the employee is unable to attend the course, the Employee Development and Training Institute as well as the appropriate appointing authority must be notified as soon as possible. Failure to attend approved college courses may jeopardize future approvals for the employee.
- Once the course has been completed, the employee must submit a copy of the grade and proof of payment to the Employee Development and Training Institute for reimbursement. If the employee does not complete the course, the Employee Development and Training Institute must be notified as soon as possible, so that the funds can be released for use by another State employee. If the employee does not pass the course with a grade of "C" or better, no reimbursement will be made.

NOTE: Tuition funds shall be set aside on a first-come, first-serve basis; however, an employee in an approved longer term program shall have first priority for reimbursement. Employees who were denied reimbursement in the previous fiscal year based on fiscal limitations shall have next priority.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Department of Budget and Management
Office of Personnel Services and Benefits
Employee Development and Training Institute
300 West Preston Street - Suite 204
Baltimore, MD 21201
410-767-5932